

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

NOVEMBER 16, 2023, REGULAR MONTHLY MEETING

PRESENT: Gary Risch, Vice-Chairperson; John Zurisko, Secretary; Barry Wolfe, Treasurer; Matt Sprung, Engineer; Michael Hnath, Solicitor; Kristy Donaldson, Manager.

ABSENT: Eric Smith, Chairperson  
Richard Healey, Assistant Secretary/Treasurer

1. The November 16, 2023, Regular Monthly Meeting of the Municipal Authority of Buffalo Township was called to order by Gary Risch at 7:00 p.m.
2. Gary Risch stated that the meeting was being recorded and requested that if anyone in the audience is taping the meeting to please state their name and address.
3. Gary Risch led in the Pledge of Allegiance.
4. Approval of the minutes of the October 19, 2023, Regular Monthly Meeting: A motion was made by Barry Wolfe, and seconded by John Zurisko, to approve the minutes of the October 19, 2023, Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor: Molly Allen, 351 Sarver Road, asked about the waterline extension project, specifically if there would be increased flooding since residents will no longer be using their wells. Some discussion took place on the surface water issues in this area, especially during heavy rain events. Matt Sprung felt it would not make a difference. Michael Hnath pointed out that the ground water level is much deeper than the surface. Barb Panza, 110 Kimberly Drive, added that her neighbor has issues with surface water as well. Michael Hnath asked the Allen's about signing the easement for the project. He described the condemnation process and asked to meet with them after the meeting.
6. Treasurer's Report:
  - a. Financial Report for October 2023: The Treasurer's Report for October 2023 was presented. A motion was made by John Zurisko, seconded by Barry Wolfe, to approve the Treasurer's Report for October 2023. The motion passed unanimously.
  - b. Invoices: The Board reviewed the list of monthly bills for approval as of November 16, 2023. A motion was made by Barry Wolfe to approve payment of the monthly bills. The motion was seconded by John Zurisko, which passed unanimously.
7. Manager's Report:
  - a. Kristy Donaldson updated the Board on progress with end of the year tasks, approving service agreements for next year, and working with Diane at Gibson-Thomas to gather and submit required documentation to PENNVEST.
  - b. Kristy Donaldson provided a report on the progress of the Freeport Tank.
  - c. Kristy Donaldson informed the Board of the following items:
    - i. Pump failure at Jack's pump station on November 4<sup>th</sup>
    - ii. Leak on Main Street on November 7<sup>th</sup>
    - iii. Service Leak across from the office
  - d. Kristy Donaldson discussed Eric Smith's term on the board. Everyone present agreed that a letter should be sent to Buffalo Township Board of Supervisors to renew Eric's term on the Authority Board.
8. Solicitor's Report:
  - a. No separate report.
9. Engineer's Report:
  - a. Matt Sprung updated the Board on the PENNVEST Project. The contractor bid was advertised on November 6<sup>th</sup>. To date, 11 contractors have requested the bid documents. Bids will be publicly opened on Monday, December 4<sup>th</sup>, at 10 a.m. The PENNVEST loan closing is scheduled for February 28, 2024. As for materials, brass is currently 6 months out, which means the Notice to Proceed will be given when materials are received. Someone in

MINUTES OF MABT NOVEMBER 16, 2023, MEETING

Page 2 of 2

attendance asked how this would impact the homeowners. Kristy Donaldson stated that usually a 90 day notice to connect would be sent to the homeowners. If there is an issue getting materials, this notice would be extended. Barb Panza asked if a project timeline and checklist for the homeowners could be provided. Kristy Donaldson agreed to provide this information as things progress. Matt Sprung suggested some dates and times for a special meeting to award the contract. Barry Wolfe made the motion to add the discussion for a special meeting to the agenda, which was seconded by John Zurisko and passed unanimously. John Zurisko made the motion to schedule the special meeting for Thursday, December 7, 2023, at 10 a.m. Barry Wolfe seconded the motion, which passed unanimously.

10. Old Business:

- a. Kristy Donaldson presented the following Resolutions for consideration: Resolution 2023-06: Reimbursement Grant #80225; Resolution 2023-07: Signature Resolution for Grant #80225; Resolution 2023-08: Resolution to Condemn, S.R. 228 Waterline. Project. John Zurisko made the motion to approve the Resolutions, which was seconded by Barry Wolfe and passed unanimously.

11. New Business: No new business to report.

12. At 7:37 p.m., Barry Wolfe made the motion to enter an Executive Session to discuss personnel matters, which was seconded by John Zurisko and passed unanimously. The Executive Session ended at 8:00 p.m. Barry Wolfe made the motion to approve employee bonuses as discussed during the Executive Session. John Zurisko seconded the motion, which passed unanimously.

13. Adjournment: Barry Wolfe made the motion to adjourn the Regular Monthly Meeting, which was seconded by John Zurisko. The motion passed unanimously, and the Regular Monthly Meeting ended at 8:01 p.m.